

Job Description  
*Missouri State Highway Patrol*

Class Title: Staff Inspector

Title Code: V00028

Effective Date: 04/01/97

Date Reviewed:

Date Revised: 12/27/04

**Immediate Supervisor:** Assistant Director, Research & Development Division

**Position Supervised:** None

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a specialized position in which the individual is responsible for conducting staff inspections within Patrol components. An individual in this position plans, conducts, analyzes, and presents the results of staff inspections. This individual is responsible for maintaining accurate staff inspection files and monitoring required follow-up activities. This individual manages or assists with the management of the Highway Patrol property control (evidence) system. This individual also works on various special projects as assigned. This position requires the individual to have regular access to sensitive and confidential files and information and regular interaction with employees at all levels, outside agencies, and the public.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Conducts or assists in conducting staff inspections according to the guidelines established by Patrol general orders and division policies to ensure compliance with applicable statutes, Patrol directives, policies and procedures, etc.

Prepares written reports of staff inspections to include making recommendations on management systems, policies, procedures, and operational efficiency and effectiveness, and the analysis of inspection survey responses.

Prepares written notifications to appropriate personnel regarding upcoming staff inspections, requests for information, inspection deficiencies, surveys, etc.

Maintains files and records for all staff inspections.

Processes and maintains quarterly reports on uncorrected staff inspection deficiencies and any corrective action taken to provide for the preparation of an annual report to the superintendent.

Consults with administrative management personnel concerning work assignments, when necessary, and makes recommendations for necessary corrections and adjustments.

Works with others to resolve complex problems identified during staff inspections.

Manages or assists with coordinating the management of the Patrol property control (evidence) system and maintenance of system files.

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Conducts or assists in conducting unannounced inspections of the Patrol property (evidence) rooms according to division policy.

Completes or assists in coordinating and monitoring activities required by the Patrol Strategic Plan.

Conducts or assists in special projects (i.e., revision of Patrol directives, form evaluation, policy review, cost effective staff studies, survey preparation and analysis, etc.) and provides appropriate recommendations.

Reviews current federal laws, state statutes, and administrative rules and policies to maintain current knowledge of their relationship to the performance of staff inspections and other assigned duties.

Responds to written and oral requests for information by providing appropriate interpretations of general orders, Patrol policies, state statutes, etc.

Performs other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Patrol policy, procedures, rules and regulations and CALEA standards.

Knowledge of the Patrol organizational structure and its major components.

Knowledge of the general principles and practices of financial and time accounting.

Knowledge of ADA and FLSA regulations.

Knowledge of inspection and interview techniques.

Knowledge of the principles and practices of public administration.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to learn assigned clerical tasks within a reasonable time, to adhere to prescribed routines, and to develop some skill in the operation of office appliances.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to coordinate, direct, and review staff inspection team activities.

Ability to plan, organize, and execute the inspection of computerized and hard copy files, policies and procedures, property, accounting procedures, management techniques, etc.

Ability to observe, analyze and recognize fundamental signs, symptoms, causes, and effects of operational and administrative strengths and weaknesses.

Ability to gather, assemble, correlate and analyze facts and devise recommendations and/or solutions to problems.

Ability to review and analyze information for quality, quantity, and adherence to appropriate standards.

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Ability to interpret policies and laws in written and oral form.

Ability to organize and maintain a computerized and hard copy filing system.

Ability to track (by hard copy and computerization) requests, responses, and actions taken.

Ability to prepare (in written and oral form) clear, concise reports of investigative findings, special reports, etc.

Ability to work independently.

Ability to work under pressure to meet deadlines.

Ability to operate a motor vehicle and travel to inspection sites.

Ability to work in a diverse and stressful or adverse work environment.

Ability to establish and maintain effective working relationships with all levels of Patrol personnel, other state agency representatives, outside agency representatives, and the general public.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to operate standard office equipment (e.g., personal computer and keyboard, copier, telephone, facsimile machine, calculator, camera, etc.).

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited four-year college or university with a degree in auditing, accounting, business administration, or related field. (One year of professional experience in auditing, accounting, business administration, or related field may be substituted for formal education on a year for year basis. Two years of nonprofessional experience in the area of auditing, accounting, business administration, or related field may be substituted for each year of required formal education.)

A minimum of five (5) consecutive years experience with the Missouri State Highway Patrol and must have a good record of personal conduct.

### NECESSARY SPECIAL REQUIREMENTS

Must successfully complete a formal training course in staff inspections (ex., IPTM) within one year of appointment or as soon as scheduling will permit.

Must possess a valid Missouri Driver's license at time of appointment.

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